

..

CITY OF SALAMANCA CIVIL SERVICE COMMISSION ANNOUNCES:
Open Competitive Examination For:

SENIOR ACCOUNT CLERK-TYPIST # 64157

.....

VACANCY: Eligible list resulting from this examination may be used to fill vacancies as they occur in any City of Salamanca office, Housing Authority. Salary varies with locations.

SALARY: \$22,152.00

EXAMINATION DATE: October 30, 2010

LAST FILING DATE: September 30, 2010

(Applications received by mail must be postmarked no later than September 30, 2010.)

AN EXAMINATION FEE OF \$15.00 MUST ACCOMPANY ALL APPLICATIONS

RESIDENCE: Candidates must have been legal residents of New York State for at least one month immediately preceding the date of the examination. Preference in appointment may be given to successful candidates who have been legal residents of the City of Salamanca for one month prior to the date of the examination and are residents at the time of certification for appointment.

FEE: State Civil Service Law requires our office to collect a processing fee from each applicant for each separately numbered examination for which you apply. The amount of the fee is **\$15.00** and must accompany the application. Send check or money order **payable to the "City of Salamanca"** and **write the examination number and your social security number on your check or money order.** **Do not mail cash.** Refunds will be granted prior to the date of the exam only to applicants who are disapproved by this Commission. No refunds will be granted to applicants who do not appear for the testing on the scheduled examination date.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. Documentation proving eligibility must be submitted with each application. All claims for application fee waivers are subject to verification.

DUTIES: The work involves responsibility for operating a typewriter and performing moderately difficult clerical and account keeping duties requiring a general understanding of specific law, office rules, procedures and policies. This may involve the substantial use of computers and other electronic data processing equipment. The work is performed under general supervision with leeway allowed for carrying out the details of the work. Supervision may be exercised over the work of subordinates. Does related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the last filing date.

- A.) Graduation from high school or possession of a high school equivalency diploma and two years of experience in maintaining financial accounts and records that include the operation of a typewriter;

Or

B.) Three years of experience in maintaining financial accounts and records that includes the operation of a typewriter;

Or

An equivalent combination of training and experience as defined by the limits of (a) and (b).

SUBJECT OF EXAMINATION: There will be a written test which you must pass in order to be considered for appointment. The written test will test for knowledge, skills, and/or abilities in such areas as:

1. **Fundamentals of account keeping and bookkeeping** - These questions test for knowledge of basic principles and practices of account keeping and bookkeeping. The questions test for recognizing account keeping and bookkeeping terms, concepts and relationships; recording financial transactions; and solving elementary problems in account keeping and bookkeeping.
2. **Arithmetic computation with calculator** – These questions test for the ability to use a calculator to do basic computations. Questions will involve addition, subtraction, multiplication and division. You may also be asked to calculate averages and percents, and to round an answer to the nearest whole number or to one or more decimal places. **YOU SHOULD BRING WITH YOU A HAND-HELD BATTERY – OR SOLAR-POWERED CALCULATOR FOR USE ON THIS TEST.**
3. **Office record keeping** – These questions are designed to evaluate your ability to perform common office record keeping tasks. The test consists of two or more “sets” of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents.
4. **Understanding and interpreting written material** – These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

Typing Performance Statement:

Candidates who receive a passing score on the written test must also qualify on the typing performance test. You must pass both the written test and performance tests to be considered for appointment. Since the performance test is qualifying (pass/Fail), if you pass the performance test your final score for the exam will be the score that you achieve on the written test. **One typing performance retest is permitted.**

The performance test is a test of keying speed and accuracy. It utilizes a standard keyboard and is given on computers. The computer program requires no prior knowledge of software. A written description of the simple software will be provided at the test site.

The test is five minutes long and is preceded by a three-minute practice session. The test passage is printed in a test booklet. Candidates enter (“key” or “type”) as much of that passage as they can during the time available. Candidates passing the written portion of the examination will be a 30 day period in which to qualify in the typing performance test. One typing retest is permitted.

In order to pass the test, candidates must enter at a rate of at least 35 words per minute; the maximum number of allowable errors is 8. (Note: A word is defined as five characters. The rating formula divides the total number of characters entered by five to determine the number of words entered.

NOTE: Candidates who have, within **four years** prior to the date of the examination, qualified in a comparable typing test held by this commission may have the typing performance waived. In order to qualify under this policy candidates must indicate on application supplement the title of the examination in which you qualified in typing performance and the date the exam was held. This commission does not accept typing performance results from other business schools or colleges.

CALCULATORS RECOMMENDED: It is recommended that calculators be used for this examination. Candidates are permitted to use quiet hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

PARTICIPATION IN MULTIPLE EXAMINATIONS: If you have applied for any other civil service examination to be given on the same test date for employment with New York State or any local government excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and local government examination, you must make arrangements to take all your examinations at the State examination center by calling (518) 457-7022 no later than two weeks before the test date.

If you have applied for other local government examinations, call or write to each civil service agency to make arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

Saturday Sabbath Observers-Physically-Challenged Individuals-Active Military Member:

Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and physically-challenged candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send request for an alternate test date to our office as soon as possible before the test date. Military Service members who apply for an examination during the filing period but are on active military duty on the date the examination is scheduled may request a military make-up examination. Contact our office for more information. If you are on active duty or discharge after the filing period has begun, you may apply for the examination up to ten days before the test date.

Note: In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

VETERANS: Disabled and non-disabled war veterans who qualify for Veteran's credits must file an application for such credits and furnish proof of honorable discharge and percentage of disability, if any before the eligible list is established. Applications for Veteran's credits can only be added to a passing score on the examination one time. Effective January 1, 1998, the United States Constitution was amended to permit candidates currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the Candidates to provide appropriate documentary proof that the service was in time of war, as defined in Section 85 of Civil Service Law. And that the candidate received an honorable discharge or was released under honorable conditions in order to be certified as a score including veteran's credits.

Any member of the Armed Forces of the United States, who have duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivisions and who, due to active military, is deprived of the opportunity to compete under the terms and conditions deemed appropriate by the State Department of Civil Service of Municipal Commission by way of a special military make-up examination.

23.2 STATEMENT- This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

Applications will be accepted up to August 30, 2010 and may be obtained from the Civil Service Commission, 225 Wildwood Avenue, Salamanca, NY 14779 or phone (716) 945-4250, office hours Monday – Thursday, 6:00am – 10:00am, Friday, 6:00am - 9:30am.

Approved applicants will be sent a written notice when and where to appear to take the test. If you do not receive the notice 3 days before the exam date, contact the Salamanca Civil Service Commission immediately at (716) 945-4250

CITY OF SALAMANCA; AN EQUAL OPPORTUNITY EMPLOYER

Issued: July 29, 2010